

August 1963

COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.**I. AGENCY OFFICE COSTS**

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity \$ 3.24
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - - \$ 3.00
3. Cost to Store One Cu. Ft. of Records for One Year - - - - \$ 6.24
4. Personnel - One employee, GS-4 - \$4,670, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").
5. Cost to Service One Cu. Ft. of Records for One Year - - - - \$ 48.65
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - \$ 54.89

II. AGENCY RECORDS CENTER COSTS

1. Construction Cost
 - a. Construction cost of Center including equipment- - - \$686,889.00
 - b. Total cost per year based on 20 year amortization - - - \$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity- - - - - \$.33
3. Equipment - Records Center Box- - - - - \$.10
4. Cost to Store One Cu. Ft. of Records for One Year - - - - \$.43
5. Personnel - Fiscal Year 1963 - \$115,640 in .01 funds to handle 92,873 cu. ft. of records (80,847 cu. ft. on hand at end of year, 12,026 cu. ft. destroyed during year).
6. Cost to Service one Cu. Ft. of Records for One Year- - - - \$ 1.24
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER- - - - - \$ 1.67

CALL RECORDS ADMINISTRATION STAFF - X2468 - FOR ADDITIONAL INFORMATION ABOUT THE
AGENCY RECORDS MANAGEMENT PROGRAM

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